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CONFIDENTIAL

19 FEB 1962

MEMORANDUM FOR: Director of Security

SUBJECT : Office of Security Statistical Report for
JANUARY 1962

1. The attached tables and charts reflect some of the activities of certain components of the office during JANUARY 1962.

2. The statistics in the tables are compiled by the component concerned and refer to the current month.

3. The charts are prepared in this office from the statistics in the tables and afford a means of comparing the various accomplishments, workloads, and activities from the beginning of the current fiscal year to date.

4. Following are noteworthy items for the month:

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a. This month is the first time since the inception of these statistics, ^{that} the number of staff applicant cases in process over 90 days reached a low of 45. The nearest approach to this in previous years was 46 in 1958.

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25X1A6a

b. [REDACTED] was assigned TDY to work with the Planning Committee in connection with the renovation of [REDACTED] [REDACTED] to be used by NPIC.

c. The first phase of a survey of recurring reports within the Office of Security was completed. This first phase resulted in the deletion of 6 recurring reports. Completion of the other phases of the survey, which will cover reports contained within respective divisions of the office, was placed in a pending status until the Records Management Officer completed higher priority surveys.

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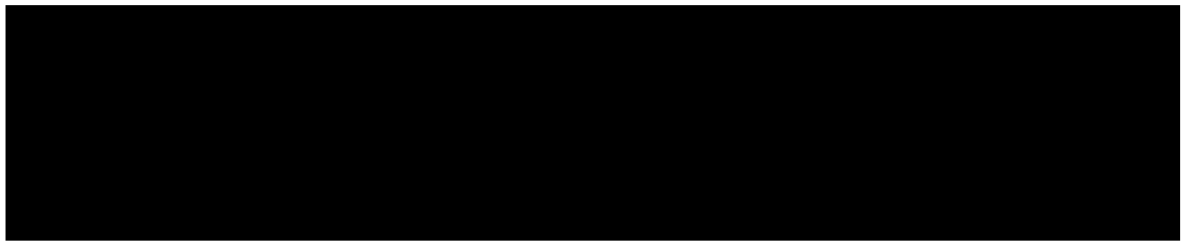
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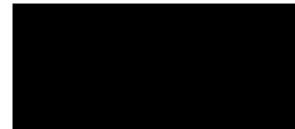
d. The Records Management Officer commenced the inspection of the flow of cases in the clearance process with a view toward eliminating unnecessary controls to speed up the process.

e. The Engineering Branch, Technical Division, moved from Buildings 8 and 13 to new quarters in [REDACTED] 25X1A6a

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g. General Cabell retired as DDCI on 31 January 1962.



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Executive Officer

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